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# CaWORKs/PBA

## Data Collection Instructions

For Fiscal Year 2002-2003

July 1, 2002 -- June 30, 2003

**Due: August 29, 2003**

**Mail To: California Department of Education  
High School Leadership Division  
Program Support Services  
1430 N Street, Suite 4503  
Sacramento, CA 95814  
Attn: Sue Haseltine**

# Forward:

The following informational packet contains the requirements regarding the CalWORKs and Performance Based Accountability (PBA) data to be collected for the period of July 1, 2002 through June 30, 2003.

The information contained in this packet provides specific instructions regarding what data is to be submitted and how that data should look. If you have any questions or concerns, please contact **Sue Haseltine** at (916) 445-1668 or [shaselti@cde.ca.gov](mailto:shaselti@cde.ca.gov).

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### CalWORKs/PBA Data Collection

July 1, 2002 to June 30, 2003

#### Contacts

##### California Department of Education

High School Leadership Division, Program Support Services Unit

Sue Haseltine

Voice: (916) 445-1668

[shaselti@cde.ca.gov](mailto:shaselti@cde.ca.gov)

Fax: (916) 323-5070

##### ASAP 2000 (Administrative Software Applications, Inc.)

Technical Support

Voice: (800) 969-2727

[info@asawww.com](mailto:info@asawww.com)

Fax: (650) 968-8912

##### Coop 2000 (The Critical Skills Group, Inc.)

Technical Support

Voice: (630) 682-5388

Fax: (630) 260-1912

##### NCS Education Software and Services

Technical Support

Voice: (800) 431-1421

[info@ncs.com](mailto:info@ncs.com)

Paradigm Corporation

Technical Support

Voice: (619) 536-5533

Fax: (619) 536-5545

Socrates

Technical Support

Voice: (707) 864-4207

Roger W. Sauer

Fax: (707) 864-8519

Solano Online, Inc.

E-mail: [rogers@so.solanocoe.k12.ca.us](mailto:rogers@so.solanocoe.k12.ca.us)

Schoolhouse

Technical Support

Voice: (916) 784-7878

Fax: (916) 784-9338

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### CalWORKs/PBA Data Collection

July 1, 2002 to June 30, 2003

#### Requirements

1. Include one individual floppy diskette or CD for **each** CalWORKs and/or PBA file you are submitting. Please remember to include on the diskette label: agency name, contact person, county-district (CDS) code, and type of data ("CalWORKs" or "PBA").
2. Include the appropriate two-digit county and five-digit district CDS code for each agency and site under your reporting jurisdiction. CDS code numbers for ROCs are listed on pages 500-502 in the California Public School Directory. If you are not sure about the CDS code number for the agencies and/or sites you are reporting for, please contact Sue Haseltine at (916) 445-1668.
  - For example, the county-district (CDS) code number for Eden Area ROC is 01-74013. (01 is the *County* Code for Alameda County, 74013 is the ROC Code for Eden Area ROC).
3. Submit in a sturdy diskette mailing envelope with the contents wrapped in padding, foam, bubble wrap, or heavy duty cardboard to protect the contents is necessary. If a damaged disk is received, it cannot be processed, and you will be asked to submit a duplicate. Multiple diskettes may be mailed in the same envelope.
4. All data must be provided in an IBM compatible format. Please do not send diskettes formatted on a Macintosh system.
5. Please do not send "zip" files. If the data file is too large for a diskette, it can be submitted on a CD. Call Sue Haseltine if you have any problems submitting your data.
6. If you do not have any CalWORKs or PBA students to report, you are still required to submit a memo of explanation. See page 18.

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### CalWORKs/PBA Data Collection

July 1, 2002 to June 30, 2003

#### CalWORKs Data

The CalWORKs Data Collection Report is required by the Budget Act, Chapter 379, Item 6110-156-0001, Provision 4(g), Statutes of 2002. If you are unsure whether or not your agency should provide a CalWORKs report, please contact Sue Haseltine at (916) 445-1668.

For which students must we collect data?

You must collect and report data for **all** CalWORKs students in all ROCP courses, regardless of the number of instructional hours they attend. CalWORKs data is not limited to career technical education like PBA is.

How do we submit data?

All data is to be submitted to the Department of Education on diskette or CD; see pages 16, 16.1 and 17 for specific information. Please do not submit hard copies or paper files/records.

Is data submitted by individual student or aggregated?

There is no individual tracking of students or mandated reporting by a unique identifier such as name or social security number for CalWORKs data. But, there should be a line item on your report for every CalWORKs student who enrolled at your agency for the FY 02-03 data collection period.

## List of CalWORKs Data Elements

- Provide the 39 CalWORKs data elements in the exact data sequence as shown on pages 12, 13 and 14.
- Do not skip any data element or leave a data element column blank in your report. If you do not have data for a specific element, then insert the appropriate response -- either "0" for zero or "U" for unknown in that data element column.
- Do not include any other data elements that are not identified as CalWORKs from the data element record layout list provided on pages 12, 13 and 14.
- Do not include either Social Security Numbers or any other unique identifying numbers for any students in the CalWORKs report.

## CalWORKs Data Report – Final Product Example

Sex	Birthdate	Am I	Alaskan	Asian	Pac Islander	Filipino
M	01/20/1956	N	N	Y	N	N
M	06/21/1962	N	Y	N	N	N
F	12/14/1976	Y	N	N	N	N
F	08/10/1972	N	N	Y	N	N
M	11/15/1980	N	N	N	N	Y
M	09/02/1969	U	U	U	U	U

Or, as a text document it would look like this (Note -- There are 39 CalWORKs data elements; only 7 are shown below):

M01/20/1956NNYNN  
M06/21/1962NYNNN  
F12/14/1976YNNNN  
F08/10/1972NNYNN  
M11/15/1980NNNNY  
M09/02/1969UNUYU

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### CalWORKs/PBA Data Collection

July 1, 2002 to June 30, 2003

#### PBA Data

The PBA Data Collection Report is required by Chapter 915, Statutes of 1997 for career technical education training programs. If you are unsure as to whether or not your agency should provide a PBA report, please contact Sue Haseltine at (916) 445-1668.

For which students must we collect data?

ROCP Students:

Collect data on **all** ROCP students who are 18 years of age or older **and** not concurrently enrolled in high school, continuation school, independent study, etc., **and** are in classes scheduled for a minimum of 10 hours per week, **and** who have attended a minimum of 20 hours or more in the class, **and** who have marked "yes" and signed the "Privacy Notice and Student Consent Form."

How do we submit data?

All data is submitted to the Department of Education on diskette; see pages 16, 16.1 and 17 for specific information. Please do not submit hard copies or paper files/records.

Is data submitted by individual student or aggregated?

For PBA purposes, the data is submitted by individual student, by social security number.

Should we combine career technical education class hours with other types of classes attended by individual students to equal required hours?

Students' hours must include only career technical education courses, and must be counted within an ROCP program. Do not combine Adult Education and ROCP courses (i.e., students cannot combine a computer class with GED preparation).



How do we track multiple classes that our students may be attending?

You are strongly encouraged to do the best you can to find other sites in your program where students may be taking classes. Use your central data systems, if available, or develop tracking systems that will work for you.

Do we collect data on students in fee-based programs?

No -- Do not collect data on students in fee-based programs.

Who is responsible for knowing why a student left the program?

Each agency, with the assistance of teachers, students, and support staff, needs to determine the best strategy for their program to collect this information.

Can we submit a claim for reimbursement of costs associated with developing and maintaining PBA data collection systems?

No -- Specific processes have not been identified for claiming reimbursement of costs associated with data collection.

## List of PBA Data Elements

- Provide the 89 PBA data elements in the exact data sequence as shown on pages 12, 13 and 14.
- Do not skip any data element or leave a data element column blank in your report. If you do not have data for a specific element then insert the appropriate response -- either "0" for zero or "U" for unknown in that data element column.
- Do not include any data elements that are not identified as PBA from the data element record layout list provided on pages 12, 13 and 14.

## PBA Data Report – Final Product Examples

SSN	Sex	Birthdate	Prog Type	Am I	Alaskan	Asian	Pac Islander	Filipino
123456789	M	01/20/1956	1	N	N	Y	N	N
223456789	M	06/21/1962	2	N	Y	N	N	N
167456789	F	12/14/1976	3	Y	N	N	N	N
647856789	F	08/10/1972	4	N	N	Y	N	N
123428590	M	11/15/1980	3	N	N	N	N	Y
598456724	M	09/02/1969	2	U	U	U	U	U

Or, as a text document, it would look like this (Note -- There are 89 PBA data elements; only 9 are shown below):

```
123456789M01/20/19561NNYNN
223456789M06/21/19622NYNNN
167456789F12/14/19763YNNNN
647856789F08/10/19724NNYNN
123428590M11/15/19833NNNNY
598456724M09/02/19692UUUUU
```

## PBA Privacy Notice and Student Consent

When do we use the PBA Privacy Notice and Student Consent Form?

Each student who registers for career technical education through any ROCP program should receive a Privacy Notice and Student Consent Form.

Is it OK to print the Privacy Notice and Consent Form in other languages?

Yes, but you must maintain the integrity of the English version.

Is it OK to print the Privacy Notice and Consent Form in another format?  
(i.e., landscape vs. portrait).

Yes.

Can we simplify the wording?

No -- The wording cannot be changed. It is part of state regulations.

How long should we maintain files of Privacy Notice and Consent Forms?

There are no specific requirements. We recommend that you keep them on file in conjunction with normal audit retention periods.

Do we have to keep Privacy Notice and Consent Forms for people who choose not to sign?

There is no specific requirement to keep Privacy Notices for students whether they do or do not choose to sign. We strongly recommend that you keep the "yes" documents in case there are any questions about releasing data on an individual student.

What about students who refuse to sign?

Students are under no obligation to sign the Privacy Notice and Consent Form. Students who choose not to sign must be held harmless and may not be denied services.

Several agencies have found it helpful to collect student signatures on the Privacy Notice and Consent Form at the same time registration forms are being completed.

Please note that agency staff should encourage students to mark "yes" on the consent form. Otherwise, the Department of Education is prohibited from sharing information with other governmental agencies who have the responsibility of measuring student success after completion of career technical education training programs. It is also important to note the possibility of future funding for ROCP programs may be based on data gathered through this process. If the student does not sign the Privacy Notice and Consent Form, the ROCP cannot include their data within the PBA report.

## PBA Privacy Notice And Student Consent Form

**PRIVACY NOTICE AND INFORMATION FOR STUDENTS:** The State Workforce Investment Board (SWIB) is gathering information about students to evaluate California's work force training system. The SWIB is asking for your social security number and other information, as listed below.

If you agree, the school will report the following information: your name; social security number; birthdate; gender; ethnicity; date of enrollment and departure from this work force education or training program; the type and amount of training and services received; whether you are economically disadvantaged, disabled, a dislocated worker, a displaced homemaker, or a veteran; whether you are deficient in basic skills or limited in English proficiency; and your education achievement level.

The SWIB will keep this information on file in its Performance Based Accountability (PBA) System. During the three years after you complete or leave this training program, the SWIB will gather information related to your enrollment in other education programs, your status in the work force (type of employment, wages earned, unemployment or disability payments received); and enrollment in any welfare program.

All information about you and other students will be summed up by the SWIB to determine the success of the work force training programs you are enrolled in. **You will not be individually identified in any reports made to the public.** Other state and federal government agencies that are concerned with the administration of workforce development programs may have access to your individual data.

You may decide whether to provide your social security number and release the other information; it is voluntary. If you do not wish to release this information, you can still enroll in workforce education and training programs or in any other education program. Your grades will not be affected. Authority to ask for your social security number for this purpose is in the *California Unemployment Insurance Code*, Section 15037.1.

After you have read this form, please mark one of the choices below, then sign and date the form.

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**STUDENT CONSENT** (\*Only students who are 18 years of age or older, and who are not enrolled in high school, should complete and sign this form.)

Name of Student (type or print): \_\_\_\_\_

- ☐ **YES.** I have been informed of the ways my social security number and other information will be used. I have voluntarily decided to provide this information.

My Social Security Number is: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- ☐ **NO.** I do not want to give my social security number or other information. I have voluntarily decided NOT to provide this information.

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Student Signature

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Date







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### CalWORKs/PBA Data Collection

July 1, 2002 to June 30, 2003

#### Now That The Report Is Completed

Before saving a file, check each report to ensure that the data is posted and that it is in the correct format. Use the CalWORKs and PBA sample data reports on pages 6 and 9 as examples of what data reports should look like. Files should be saved in a format readable on Microsoft 2000 or an earlier version. All data must be provided in an IBM compatible format. Do not send diskettes formatted on a Macintosh system.

Using new IBM formatted diskettes, save each individual CalWORKs and PBA report to separate diskettes. **Do not put a CalWORKs report and a PBA report on the same diskette**. Name the data report files as follows:

For CalWORKs Data Collection reports, name the file CalWORKs\_Agency Name and CDS code. (i.e., the file name for the Eden Area ROP CalWORKs report would be labeled as CalWORKs\_EdenAreaROP0174013).

For PBA Data Collection reports, name the file PBA\_Agency Name and CDS code. (i.e., the file name for the Eden Area ROP PBA report would be labeled as PBA\_EdenAreaROP0174013).

Your system may prompt you for a file extension. If so, enter the appropriate file extension, such as .xls, .txt, or .dbf.

Acceptable formats are:

- Excel 2000, or earlier versions
- ASCII Text File
- Text Delimited



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### CalWORKs/PBA Data Collection

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#### How To Send Diskettes

Do not submit a paper copy of the student data or reports. However, in addition to the diskette(s), please include a cover memo\* on your agency letterhead indicating the following information:

- Agency or Site name and CDS Code (if multiple sites, please list all of them)
- Specify how many diskettes are included, and their file names
- Time period the disk(s) cover
- If your agency is submitting only one data type, indicate why you are not reporting the other data type.
- Name, telephone number, and extension of the person to contact if there are any questions regarding the data submitted.

For your convenience, we have included a pre-printed cover memo on page 16.1 that you may complete and return to us; or see sample memo below.

#### \*Sample Memo:

"Please find enclosed one CalWORKs Data Collection diskette from Eden Area ROP, CDS code number 01-74013. The CalWORKs file is titled: CalWORKs\_EdenAreaROP0174013.

The data provided on this diskette covers fiscal year 2002-2003.

Eden Area ROP is submitting CalWORKs data only because none of our courses meet the PBA data reporting requirements.

If you have any questions regarding this data, please call John Q. Helpful at (123) 456-7890."

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### CalWORKs/PBA Data Collection

July 1, 2002 to June 30, 2003

#### Where To Send Diskettes

All ROCPs are to mail their CalWORKs/PBA diskettes and cover memos to the following address postmarked on or before August 29, 2003:

California Department of Education  
High School Leadership Division  
Program Support Services  
1430 N Street, Suite 4503  
Sacramento, CA 95814  
Attn: Sue Haseltine

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### CalWORKs/PBA Data Collection

July 1, 2002 to June 30, 2003

**No Data To Report**

#### **Please Note:**

If your agency has **no data to report**, you **must submit a memo** on your letterhead with an original signature indicating that your agency will not be submitting a data diskette and state the reason(s) why. Please be as specific as possible. Remember to include your agency name, the seven-digit CDS code, and the appropriate reporting period.

# CalWORKs/PBA Data Collection

## July 1, 2002 to June 30, 2003

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High School Leadership Division, Program Support Services.....	2
CASAS (Comprehensive Adult Student Assessment System).....	2
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